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# Logistics

FLEET FACILITIES PRINTING SUPPLY

ILLINOIS STATE POLICE

George H. Ryan

*Governor*

Sam W. Nolen

*Director*

Douglas W. Brown

*First Deputy Director*

# ***The Logistics Bureau***

***contains four sections, each providing a support function for the Illinois State Police. The following is a brief synopsis of the duties performed by each section.***



*Tx: (217) 786-7130*

*Fax: (217) 786-7195*

**Central Supply** orders and maintains an inventory of all uniform and equipment items (excluding weapons). Tailors are available to alter and repair uniform items. Please call and schedule an appointment before coming for fitting or alterations for better service. Many alterations can be completed while you are waiting.

This section also orders, maintains, and distributes supplies and departmental forms. The QMT Focus Supply Ordering System should be used to order supplies and forms. Orders are normally filled within three days of receipt of the request. Central Supply is located next to District 9; employees can conveniently stop to pick up supplies when leaving the Academy.





*Tx: (217) 785-0384*

*Fax: (217) 557-0580*

**The Fleet Management Section** prepares specifications, and orders and distributes new vehicles, light bars, and vehicle striping for the Department. Vehicle assignments are determined by the appropriate Division. The fleet staff coordinates the distribution of vehicle credit cards and works closely with CMS as a liaison with contract vendors and the state garages for the repair of department vehicles. The Automated Fleet Reporting System is managed by Fleet. Through this system many different reports can be run by work units to more effectively monitor the vehicles in individual locations. Fleet orders and distributes license plates and renewal stickers, coordinating with the divisional liaisons. All vehicle-related evaluations are coordinated by this section, as is the Traffic Crash Review Board. *Operation Kickstart* legislation was passed in 1995, allowing the ISP to sell vehicles and to use the funds received to purchase new vehicles. Fleet manages this fund and coordinates the sale of the vehicles with CMS. Well maintained vehicles can command higher sale or auction prices, which will allow the ISP to purchase more vehicles.

# CENTRAL PRINTING SECTION

*Tx: (217) 782-2710*

*Fax: (217) 524-1068*

This section provides three major functions within the Bureau: mail messenger service, printing and graphic arts.

**The Mail-Messenger Unit** has three full-time employees providing two mail deliveries daily in the Armory Building and most other ISP locations in the Springfield area. If you have a special mailing, the mail unit may be able to reduce the costs of the mailing. All UPS shipping can be tracked via UPS Maxi-Track system. Please feel free to contact the Mail Room with any mail or messenger related services you need.

**The Printing Unit** can accommodate any print request, including those requiring a quick turn-around, with advance notice to allow scheduling. Printing is provided at no cost to the requesting entity, unless a special paper or material order is required. We have a full service print shop capable of printing all finished sizes up to 11" x 17" in multiple colors and four color process printing, including:

- \* single color forms, books, envelopes and quick copy work
- \* multi color printing and four color process printing
- \* color copying
- \* saddle staple and perfect bind book binding
- \* laminating up to 38" wide
- \* scanning, halftones

**The Graphics Unit** has three full-time graphics artists with 40 years of experience and education in the graphics field, completing over 900 requests annually. They serve as consultants and producers of graphic design and subsequent printing. Projects include logo designs, press conference posters, and cover design for brochures or documents. Software packages used by this unit include Adobe PageMaker 6.52, Macromedia Freehand 8.01, Adobe



Photoshop 4.01 and a wide range of support software. Most popular word processing programs can be imported to create reports, brochures, catalogs, etc.

The Printing and Graphics Units both provide valuable assistance to the Department. First impressions of your documents are important!! Please feel free to contact the Print Shop for assistance in any area of document preparation.



*Tx: (217) 782-4467*

*Fax: (217) 546-7660*

**The Facilities Section** provides support to all Divisions for all aspects related to the leasing, construction, renovation, and inspection of ISP owned or leased facilities, including district headquarters. With any construction project, the Facilities Section will act as a liaison between the occupant of the building and the contractor, CMS, CDB or any other involved entity. The project managers are aware of alternative methods of funding certain types of projects; using their knowledge may save your cost center some valuable funds, as well as ensuring compliance with state and local regulations.

The Facilities Section is also the ISP liaison to CMS, Real Estate Division, for all activity regarding leased facilities. CMS rules, as well as ISP policy, dictate CMS involvement in all acquisitions or expansions of leased space. All requests for expanded or new leased facilities must go through Facilities to have

the proper lease amendment documents completed. The project managers have a great deal of experience in this area and can streamline the procedure.

As space is acquired, or employees are moved to different offices within a work location, changes in data or telephone services are often involved. The Information Services Bureau handles data issues; telephone issues are handled by the Communications Services Bureau. All three Bureaus work together to coordinate facilities needs. Cooperation is what makes life simpler for the user.

To summarize, the Facilities Section can do a great deal to make your life simpler any time you have to deal with any facility-related item, including repairs, maintenance, and expansion/renovation. Feel free to take advantage of this service whenever possible.



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PLEASE DO NOT HESITATE to contact the appropriate section manager with any of your Logistics Bureau related needs. The mission of this Bureau is to provide quality service.

Our motto is *"Can Do"*.